



## **ON-LINE GRADEBOOK INFORMATION**

The Huot Technical Center uses an on-line Grade Book system so that parents and students can look at grades from home.

### **FOR PARENTS**

In order to access the **Parent Portal**, you will need to know your child's Huot ID number, and have a valid email address that was provided to us on your child's application. Once you have this information, please go to the Huot Technical Center's website:

<http://htclaconia.weebly.com/>

When you access the website listed above, go to the right side of the page and look for, 'For Parents MMS Parent Portal'. Click on the link and you will be in the Parent Portal. There is a 'Create Account' link that you will use to setup your account.

**Note:** *Your child should know their Huot ID number. If not, please ask them to get it from their teacher. Also, if you did not provide an email address to us, you must call our office. Grades cannot be accessed without a valid email address.*

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### **FOR STUDENTS**

In order to access the **Student Portal**, you will need to know your Huot ID number and the password that was given to you to get on our school's computers. Once you have this information, please go to the Huot Technical Center's website:

<http://htclaconia.weebly.com/>

When you access the website listed above, go to the right side of the page and look for, 'For Students, MMS Student Portal'. Click on the link and you will be in the Student Portal. Type in your student ID number and the password that was given to you to get on our school's computers.

**If you need help with any of this information, please call the Huot Office at**

**528-8693.**